MONROE COUNTY, FLORIDA
JOB DESCRIPTION

Position Title: Coordinator Equal Employment	**Date:** May 20, 2003
Position Grade: 8	**FLSA Status:** Non-Exempt **Class Code:** 8-10

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

Equal Employment Officer and Americans with Disabilities Act (ADA) Coordinator for Monroe County.

KEY RESPONSIBILITIES

1. *Listen to and read employee and/or applicant complaints.
2. Read applicable laws and updates.
3. *Review applications to ensure selected applicant meets the minimum requirements for the position.
4. *Performs ADA inspections on a regular basis.
5. *Completes and submits the EEO-4 report on an annual basis.
6. Attend hearings and meetings when necessary.
7. Devise ways to upgrade EEO status as Employer.
8. Speak with employees about how to resolve complaints and/or grievances.
9. *Oversees the County's Grievance procedure(s) which includes the coordination of Committee meetings, elections and hearings. Attends all meetings and hearings and provides assistance to the Committee as needed.
10. Conducts exit interviews, in person, as requested.
11. Investigates complaints related to the County's Equal Opportunity policy as deemed necessary by the County Administrator.
12. *Processes Unemployment Claims, and appeals if necessary, filed against Monroe County.
13. *Responds to and verifies all phone and written inquiries regarding current and past employment information.
14. Reviews all Resignation Questionnaires of departing employees. Follows up with the (past) employee if information provided indicates that corrective action should be taken at the department level and discusses any such action(s) with the Management Services Division Director for further direction.

*Indicates an essential job function

KEY JOB REQUIREMENTS

Education: Bachelor's Degree required.

Experience: 2 to 3 years minimum amount of prior related work experience.

Impact of Actions: Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.

Complexity: Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.

Decision Making: Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.

**Communication
with Others:**   Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

**Managerial
Skills:**   Involves no responsibility or authority for the direction of others.

**Working Conditions/
Physical Effort:**   Normal office situation. Typically sitting at a desk or table.

Other: Requires valid Florida Driver's License.

APPROVALS